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United States Department of State

Bureau of Information Resource Management (IRM)

# Business Information Database System (BIDS) Government User Guide

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## 1. Introduction

This User Guide provides step-by-step guidance to registered Government Users on how to use the Business Information Database System (BIDS) application. BIDS enables U.S. companies to access information about upcoming projects in the field.

### 1.1 Overview of BIDS

BIDS provides U.S. businesses with a consolidated list of real-time, on-the-ground leads on international, commercial and investment opportunities and the ability to connect directly to U.S. government officials in the field. These leads are consolidated through manual lead entries as well as automated data ingests from various information sources globally to provide a convenient, centralized location for viewing thousands of business opportunities at any given time. U.S. Government officials, including officers at our Embassies, upload new procurement opportunities complete with context, commentary, and contact information. Additionally, BIDS pulls in pipeline projects from the Multilateral Development Banks, including the World Bank, the Inter-American Development Bank, the African Development Bank, and the Asian Development Bank.

The interactive map can be filtered by different parameters to help users narrow down their search results for specific leads such as Country, Sector, Source, Date Announced, etc.

Registered users (must have a valid .gov, .mil, or .sba email address) and can subscribe to updates for new leads based on criteria specified.

### 1.2 Key Features

The BIDS application provides Government Users with the following:

- **Interactive Map** to search for U.S. Government lead and bank lead procurement opportunities
- **Filters** to narrow down opportunities by name, project size, project status, project source, sector, region, country, etc.
- **Project Leads** to be added individually or via bulk upload
- **Subscriptions** to receive automated notifications about newly added project leads

### 1.3 Support Point of Contacts (POCs)

If a user needs help with the BIDS application, they can email the DOS Economic Bureau (EB) at [BIDS@state.gov](mailto:BIDS@state.gov).

## 2. Getting Started

Once you have a registered BIDS Government User account, perform the following procedures to access or exit BIDS.

**Note:** If you need to register for a BIDS user account, visit <https://bids.state.gov/faq> and follow the instructions for “How do I register for BIDS?”

### 2.1 Logging into BIDS

1. Use a Google Chrome web browser to navigate to the BIDS application at <https://bids.state.gov>. **Result:** The BIDS Landing Page appears.

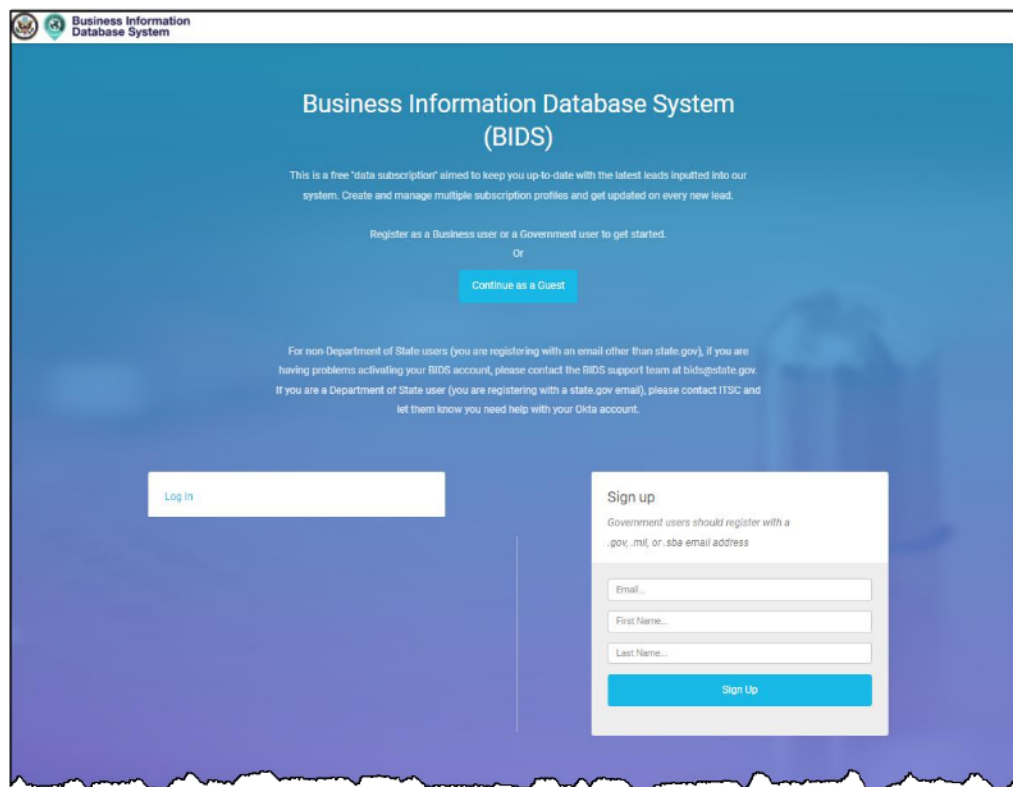


Figure 1: BIDS Landing Page

2. Click the **Log In** link. **Result:** Here is what happens, depending upon the situation:
  - a. If you are already logged into DOS Okta, the BIDS Home Page appears, and you may begin using the BIDS app. (Proceed to Section 3.)
  - b. If you are NOT logged into DOS Okta, you are prompted to login. (Proceed to Section 0.) Once you login to Okta, then the BIDS Home Page appears.



## 2.2 Logging into DOS Okta

If you are prompted to login to DOS Okta (<https://state.okta.com>), the following interface appears.

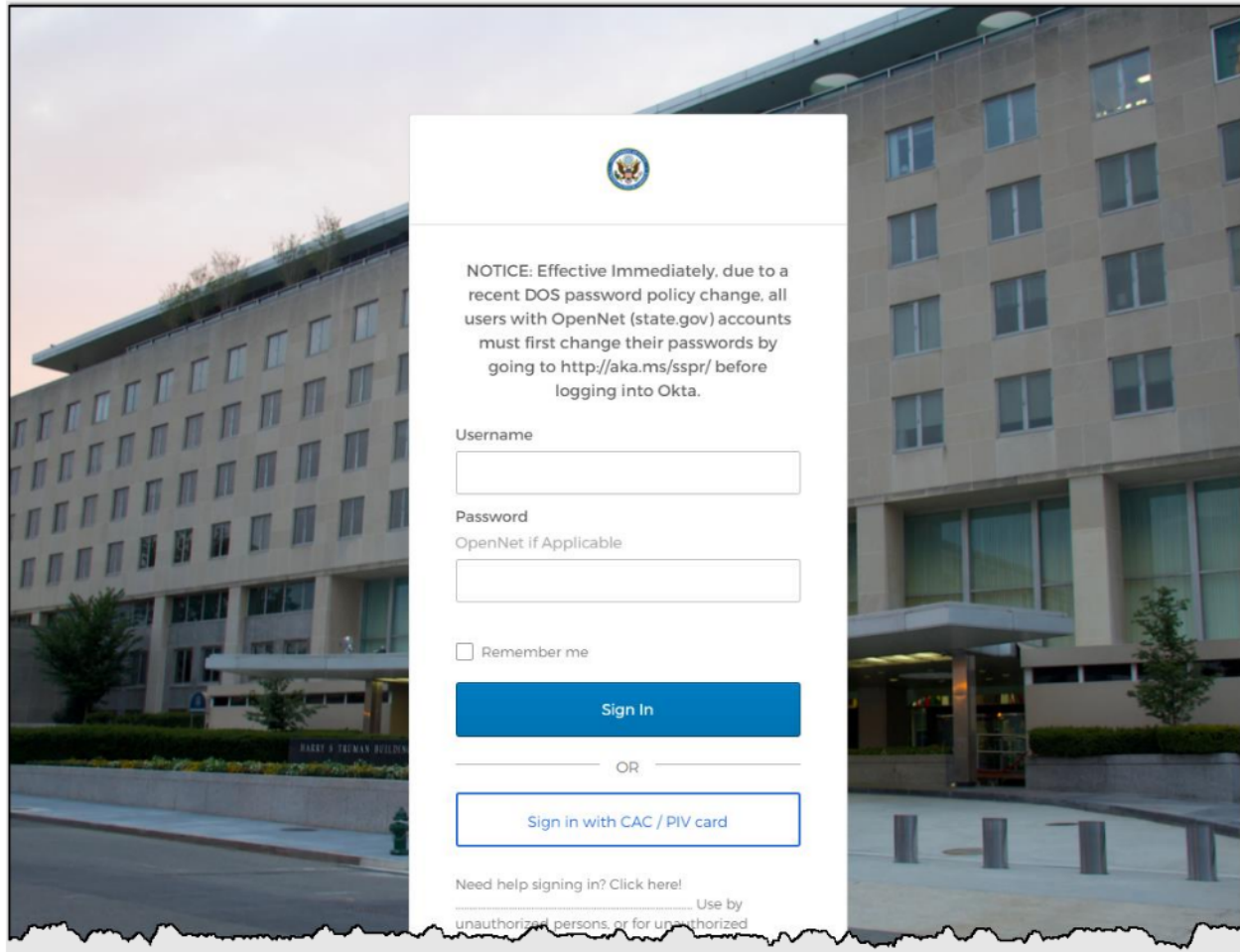


Figure 2: Okta – Sign In – Username

1. Enter your **Username** and **Password**.

**Note:** For DOS Users, this is your state.gov logon credentials. For non-DOS Government users, you will enter the username created during the BIDS registration process and password created during the Okta enrollment process.

2. Then, click either the **Sign In** button or **Sign in with CAC / PIV card** button. **Result:** The following happens, respective to which button you clicked.
  - a. **Sign In Button:** A Send Push pop-up appears in which you click its button, and then use your mobile device's Okta Verify app to accept the pushed verification. **Note: Both DOS and non-DOS Government Users can use this button.**
  - b. **Sign in with CAC / PIV card Button:** A certificate dialog box appears in which you select the second certificate containing your name, and then enter your DOS Badge's PIN in

the applicable pop-up box that appears. **Note:** *Only DOS Government Users can use this button.*

3. Once you are verified with Okta Verify, you can now use the BIDS application.

## 2.3 Exiting BIDS

To leave BIDS and exit the system, on the far-right side of the top menu, click **Logout**. **Result:** You are logged out of BIDS and the BIDS Landing Page appears.

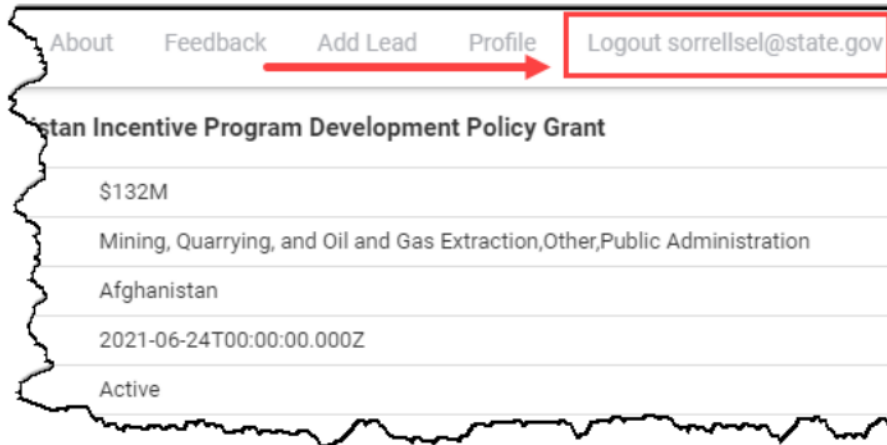


Figure 3: BIDS Logout

### 3. Understanding the BIDS Home Page

Once you have accessed BIDS, the **BIDS Home Page** appears.

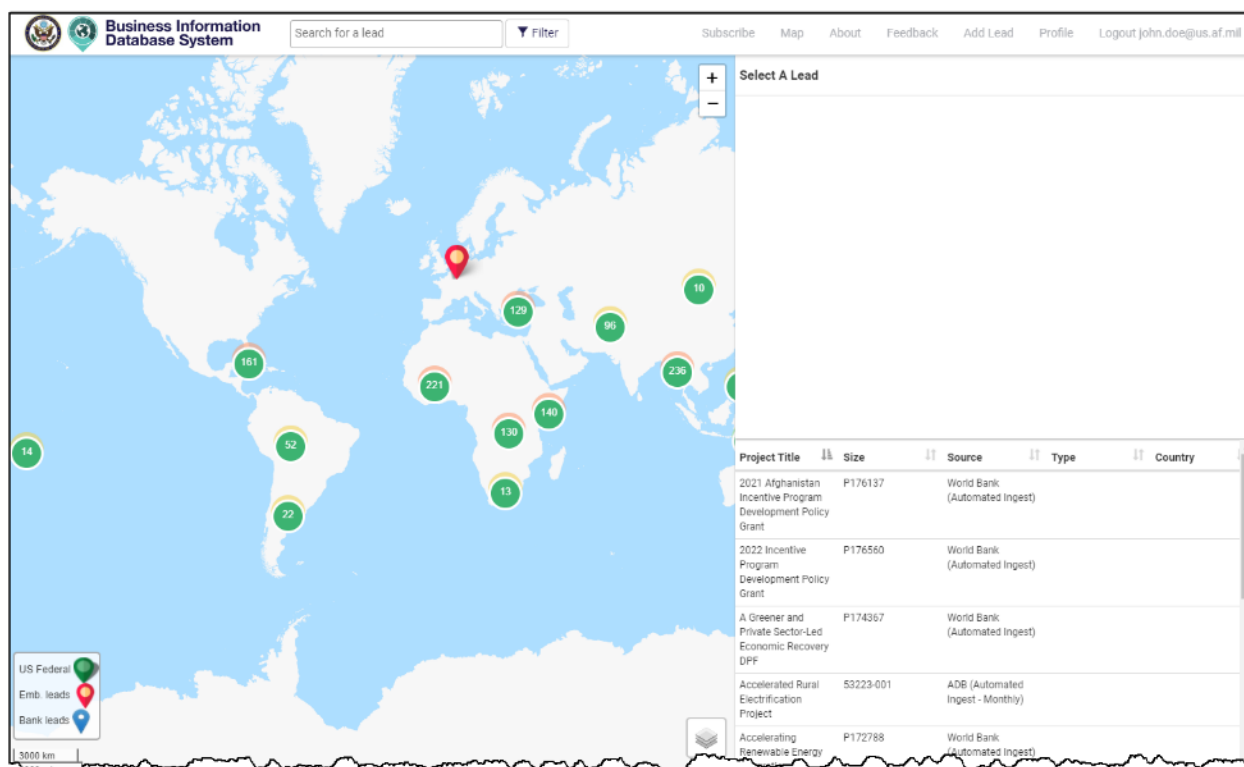


Figure 4: BIDS Home Page

#### 3.1 Menu Bar

The **Menu Bar** provides you with various functionality.

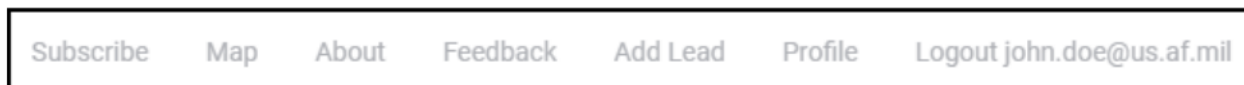


Figure 5: BIDS Home Page – Menu Bar

The following are descriptions of each of the menus, plus a reference to the section(s) which provide an explanation on how to use the functionality.

Table 1: BIDS Main Menu Bar – Descriptions

Menu Items	Descriptions	Explanation
<b>Subscribe</b>	Manage subscriptions to be notified when a lead is uploaded to BIDS	Section 6
<b>Map</b>	Returns you back to the interactive map with links to various resources	Section 3.3 and 4
<b>About</b>	Explains the purpose of BIDS and some of its functionality	Self-Explanatory



Menu Items	Descriptions	Explanation
<b>Feedback</b>	Provides a link to filling out a survey to help us improve BIDS	Self-Explanatory
<b>Add Lead</b>	Provides the ability to add leads into BIDS	Section 5.1
<b>Profile</b>	Provides access to edit leads, add bulk uploads of leads, and reset BIDS password (non-DOS users only)	Sections 5.2, 5.3, 7
<b>Logout...</b>	Logs you out of the system	Section 2.3

## 3.2 Search Area

The Search Area provides you with the ability to further filter the interactive map to find leads. Sections 4.1 and 4.2 explain how to use this functionality.



Figure 6: BIDS Search Area

## 3.3 Interactive Map

The interactive map displays thousands of potential projects, with links to the project website, U.S. Embassies overseas, and other U.S. Government (USG) business advocacy resources. Section 4 explains how to use this map.

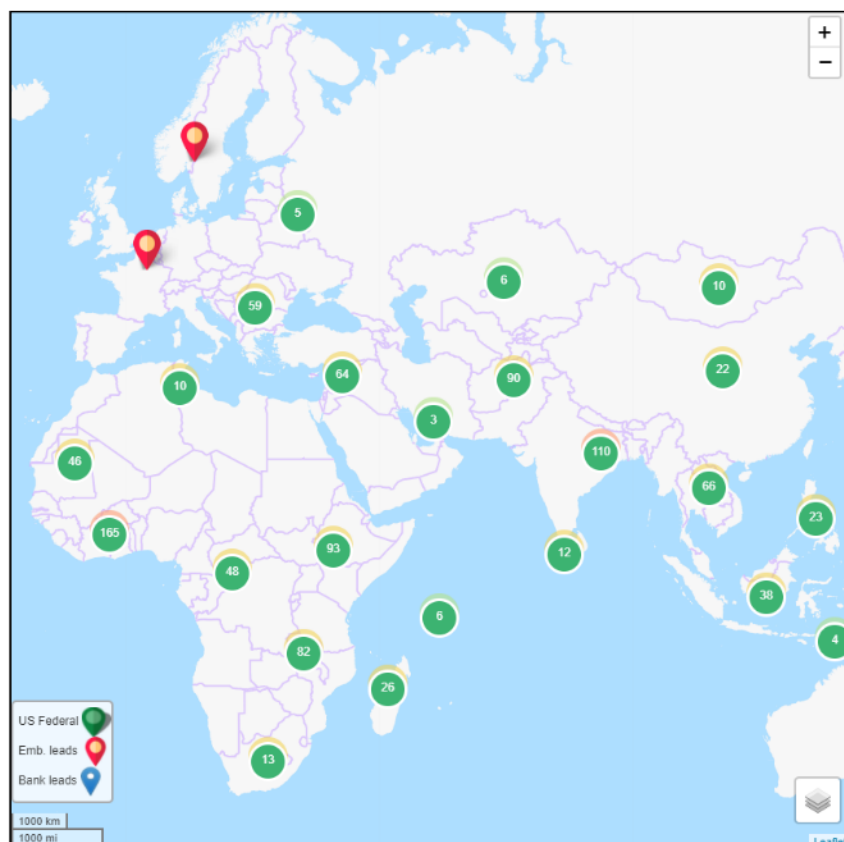


Figure 7: BIDS Interactive Map

The interactive map shows two (2) types of leads that may currently be used: Embassy and Bank.



Figure 8: BIDS Interactive Map – Type of Leads Legend

**Note:** The US Federal leads pin marker is for future functionality.

### 3.4 Project List Section

Once you select an area on the map, various projects are listed in the **Project List Section** at the bottom right corner of the **BIDS Home Page**.

Project Title	Size	Source	Type	Country
2021 Afghanistan Incentive Program Development Policy Grant	P176137	World Bank (Automated Ingest)		
2022 Incentive Program Development Policy Grant	P176560	World Bank (Automated Ingest)		
A Greener and Private Sector-Led Economic Recovery DPF	P174367	World Bank (Automated Ingest)		
Accelerated Rural Electrification Project	53223-001	ADB (Automated Ingest - Monthly)		
Accelerating Renewable Energy Integration and	P172788	World Bank (Automated Ingest)		

Figure 9: BIDS Project List Section

### 3.5 Lead Details Section

After you select a project from the **Project List Section** (Section 3.4), the **Lead Details Section** displays detailed information about the project.

Each lead on BIDS includes links to the project webpage, as well as the Embassy business webpage for that country. To bid on any of the leads, click the **Link to Project** to learn more about the project, including the procurement process. To connect with the Embassy commercial section, click the **Business URL** link. We encourage you to connect with the Embassy to learn more about doing business in the country and potentially request Embassy support in bidding.

2021 Afghanistan Incentive Program Development Policy Grant	
Project Size	\$132M
Sectors	Mining, Quarrying, and Oil and Gas Extraction,Other,Public Administration
Countries	Afghanistan
Announced	2021-06-24T00:00:00.000Z
Status	Active
Submitting Officer	n/a
Business URL	<a href="https://af.usembassy.gov/business/">https://af.usembassy.gov/business/</a>
Link to Project	<a href="https://projects.worldbank.org/en/projects-operations/project-detail/P176137">https://projects.worldbank.org/en/projects-operations/project-detail/P176137</a>
Locations	Afghanistan
Project Description	n/a
Post Comments	

Figure 10: BIDS Leads Details Section

## 4. Finding Leads via Interactive Map

The interactive map can be filtered by different parameters to help users narrow down their search results for specific leads such as Country, Sector, Source, Date Announced, etc.

- Use the Interactive map interface, to search for U.S. Government lead and bank lead procurement opportunities
- Use filters to narrow down opportunities by name, project size, project status, project source, sector, region, country, etc.

### 4.1 Searching Leads

In the **Search for a lead** text box, enter some key words which you might expect to find associated with a project and press the **keyboard's Enter key**. **Note:** Examine lead details for key words.

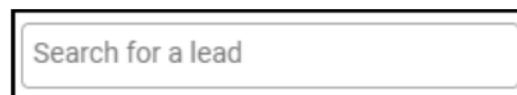
A rectangular text input field with a light gray border and a light gray background. Inside the field, the text "Search for a lead" is displayed in a light gray font.

Figure 11: BIDS Home Page – Search for a lead Text Box

### 4.2 Filtering Leads

Click the **Filter** button to display a windowpane with three columns to the right of the interactive map.

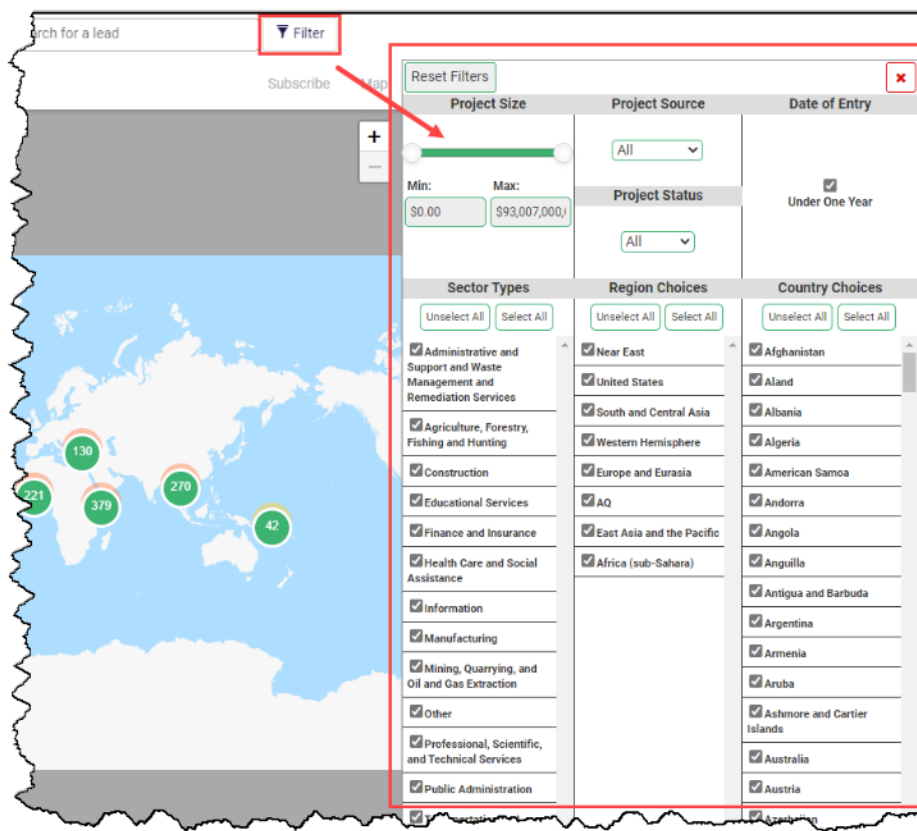


Figure 12: BIDS Home Page – Filter Windowpane

Use the functionality of each of the following sections to further filter the interactive map, for which you can then drill down to lead information.

- **Project Size:** Use the slide bar to enter a different Min and Max dollar amount for projects.
- **Project Source:** Use the menu to narrow the source to Embassy or Bank.
- **Project Status:** Use the menu to narrow the status to Active or Pipeline.
- **Date of Entry:** Uncheck **Under One Year** to list more leads for all timeframes.
- **Sector Types:** Use the checkboxes to select the sector type(s).
- **Region Choices:** Use the checkboxes to select the region(s).
- **Country Choices:** Use the checkboxes to select the country(ies).

Here is an example of narrowing down a list of leads in Africa:



Reset Filters

**Project Size**

Min: \$0.00 Max: \$93,007,000,000.00

**Project Source**

Bank

**Date of Entry**

☒ Under One Year

**Project Status**

Active

**Sector Types**

Unselect All Select All

☐ Administrative and Support and Waste Management and Remediation Services

☐ Agriculture, Forestry, Fishing and Hunting

☐ Construction

☒ Educational Services

☐ Finance and Insurance

☐ Health Care and Social Assistance

☐ Information

☐ Manufacturing

☐ Mining, Quarrying, and Oil and Gas Extraction

☐ Other

**Region Choices**

Unselect All Select All

☐ Near East

☐ United States

☐ South and Central Asia

☐ Western Hemisphere

☐ Europe and Eurasia

☐ AQ

☐ East Asia and the Pacific

☒ Africa (sub-Saharan)

**Country Choices**

Unselect All Select All

☒ Angola

☒ Benin

☒ Botswana

☒ Burkina Faso

☒ Burundi

☒ Cabo Verde

☒ Cameroon


☒ Central African Republic

☒ Chad

☒ Comoros

☒ Côte d'Ivoire

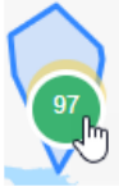






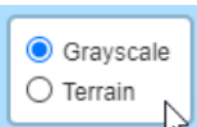
Figure 13: BIDS Home Page – Filter Windowpane – Africa Example

**IMPORTANT:** After you are done selecting the applicable filters, make sure you click the upper right corner red  to collapse the filter windowpane and re-display projects and lead information.

### 4.3 Using the Map Annotations

Once you have either searched for a lead and/or filtered leads, perform the following actions to eventually display lead information to the right of the map.

Table 2: Interactive Map Annotation Actions

Annotation	Action
	Click a green circled number annotation with a blue region under it to drill down further into a country for more green circled numbered annotations.
 	Click a green circled number annotation to display pin marker annotations which represent projects in the respective city.  Then, click a single pin marker to display project lead information to the right of the map.
	Click this red pin marker annotation to display project information for an <b>Embassy Lead</b> in the respective city indicated.
	Click this blue pin marker annotation to display project information for a <b>Bank Lead</b> in the respective city indicated.
	Click the <b>plus sign (+)</b> to <u>zoom in</u> on the map or click the <b>minus sign (-)</b> to <u>zoom out</u> on the map.
 	In the bottom right corner of the map, hover the mouse over the layered icon and click the radio button for Terrain to switch the map to a <b>Terrain</b> display. Use this icon again to switch back to <b>Grayscale</b> .

**Note:** Once you click a “pin marker” annotation, its project information appears to the right of the map, as in the following example:



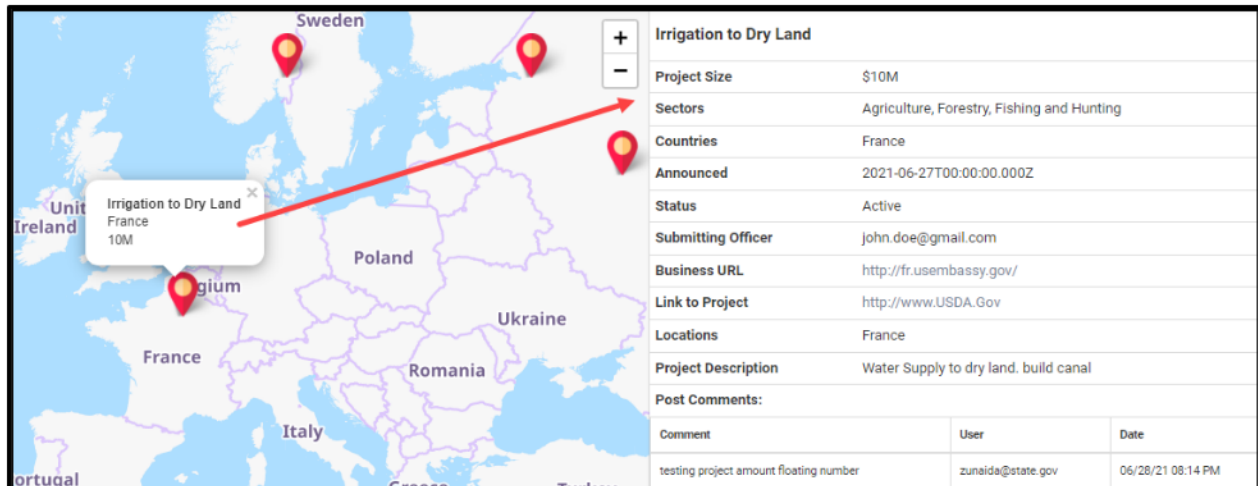


Figure 14: BIDS Interactive Map – Example of Pin Marker for Project Lead Info

## 5. Managing Leads

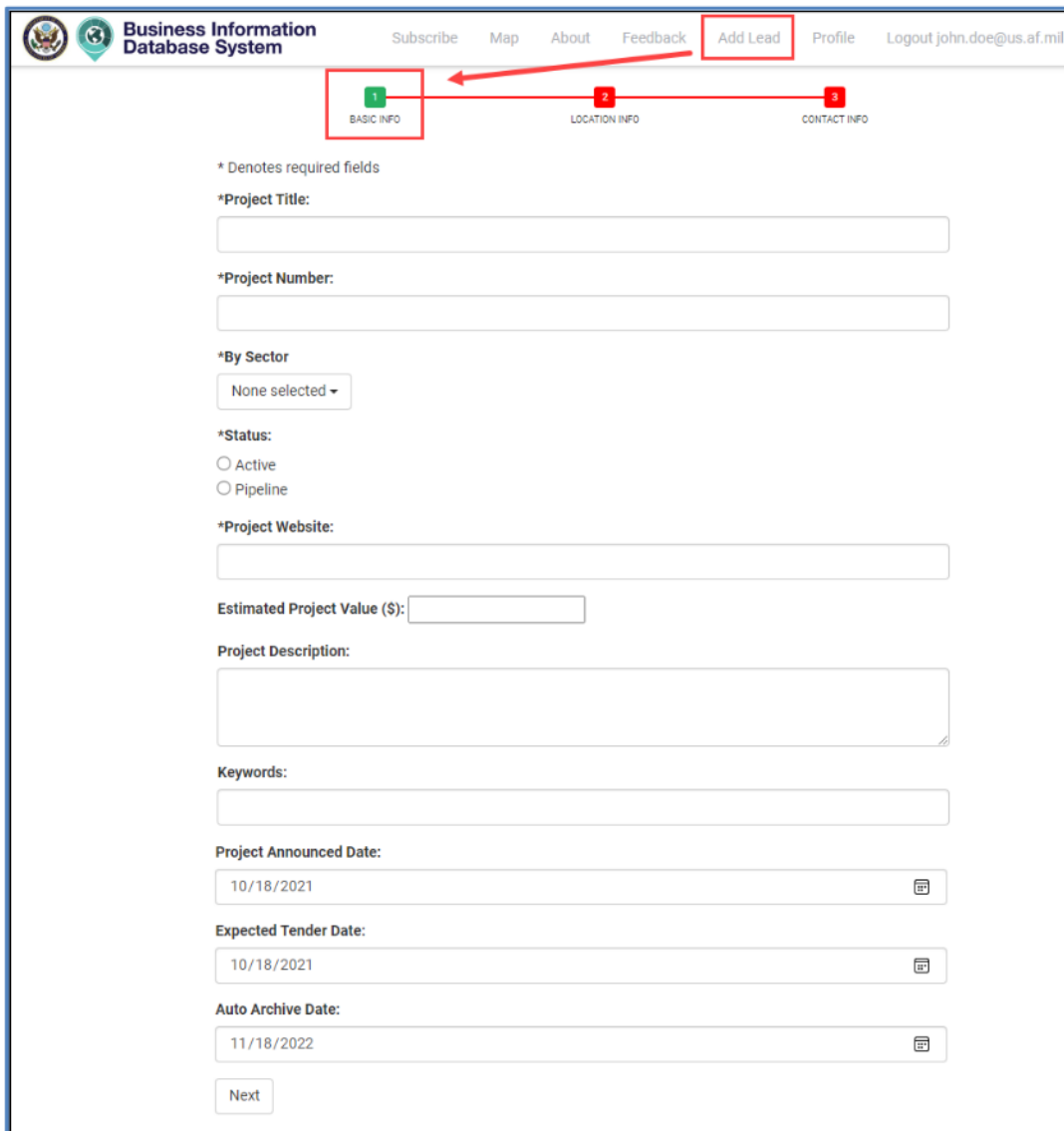
Any Registered Government User can edit an Embassy or Bank lead by performing the following procedures.

### 5.1 Adding a Lead

Registered Government Users can add new leads to BIDS. This is done by clicking the **Add Lead** menu item and filling out **Basic Info** (Section 5.1.1), **Location Info** (Section 5.1.2), and **Contact Info** (Section 5.1.3).

#### 5.1.1 Basic Info

Once the **Add Lead** menu item is clicked, fill in the **Basic Info** about the Lead and click the **Next** button.



Business Information Database System

Subscribe Map About Feedback Add Lead Profile Logout john.doe@us.af.mil

1 BASIC INFO 2 LOCATION INFO 3 CONTACT INFO

\* Denotes required fields

\*Project Title:

\*Project Number:

\*By Sector

None selected ▼

\*Status:

☐ Active

☐ Pipeline

\*Project Website:

Estimated Project Value (\$):

Project Description:

Keywords:

Project Announced Date:

10/18/2021

Expected Tender Date:

10/18/2021

Auto Archive Date:

11/18/2022

Next

Figure 15: BIDS Add Lead – Basic Info

### 5.1.2 Location Info

Once the Basic Info has been entered, fill in the **Location Info** about the Lead and click the **Next** button.

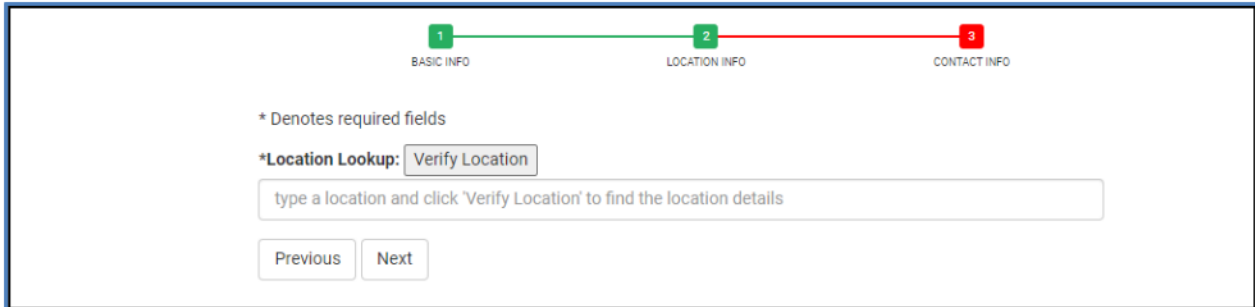


Figure 16: BIDS Add Lead – Location Info

### 5.1.3 Contact Info

Once the Location Info has been entered, fill in the **Contact Info** about the Lead and click the **Add a Lead** button. **Result:** The new Lead is added to BIDS.

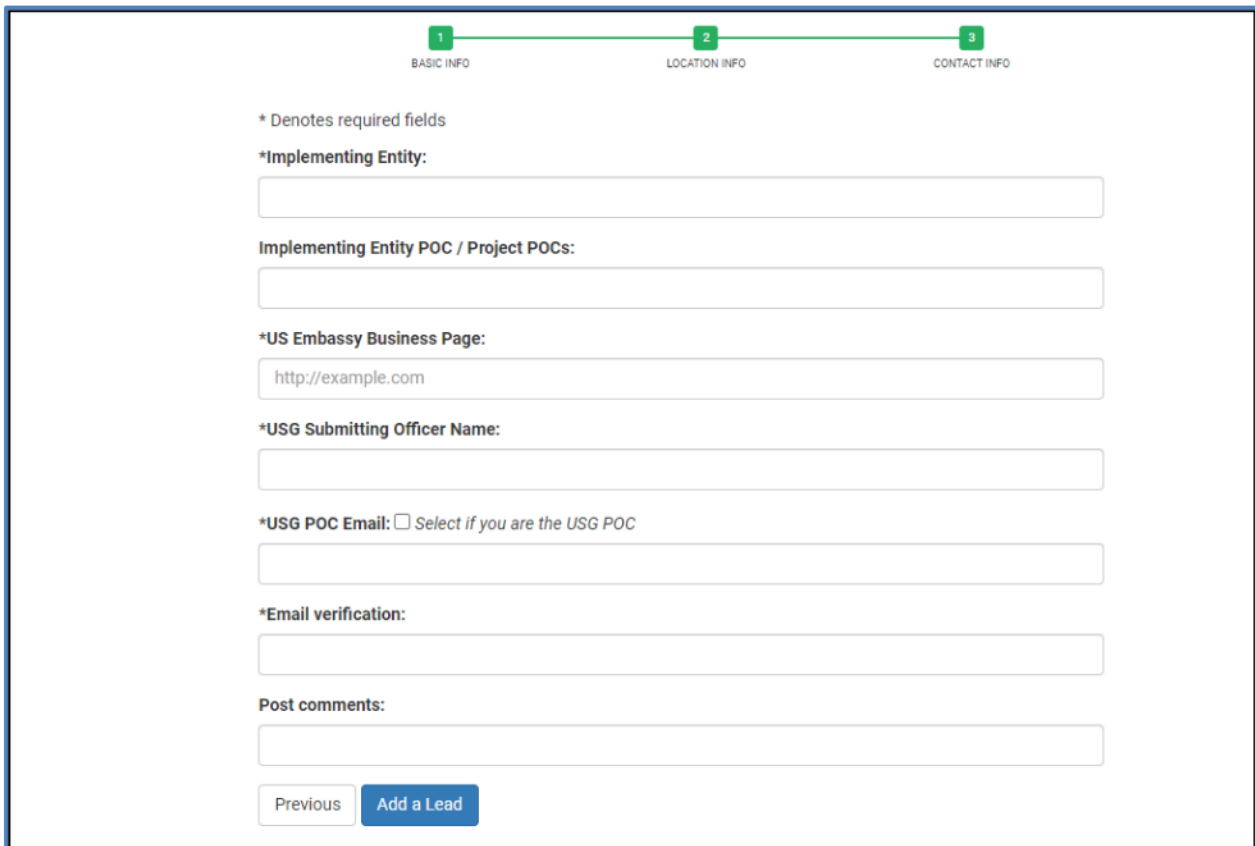


Figure 17: BIDS Add Lead – Contact Info

## 5.2 Editing a Lead

Registered Government Users can also edit Leads already in BIDS, regardless of who has created them. This is done by clicking the **Profile** menu item and then the **EDIT LEADS** tab.

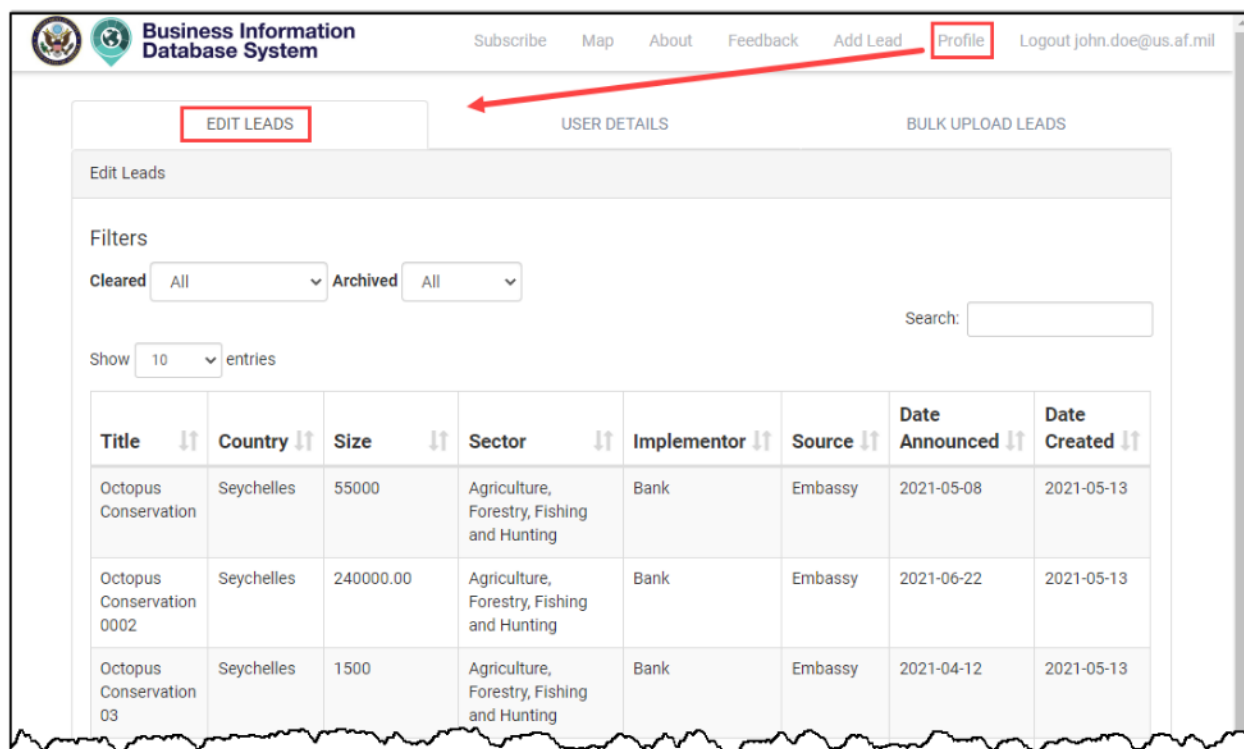


Figure 18: BIDS Profile – EDIT LEADS Tab

### 5.2.1 Edit Leads – Filter

Use the **Filters** to narrow the list of leads regarding whether they have been **Cleared** or **Archived**.



Figure 19: BIDS Profile – EDIT LEADS Tab – Filters Section

The default display shows the user **All** cleared and uncleared leads in the list.

**Note:** Currently, leads are added as cleared leads to the BIDS application, so you do NOT need to use this filter.

The default display shows **All** archived and active leads in the list. Use the **Archived Menu** to display just **Archived** or **Active** leads.

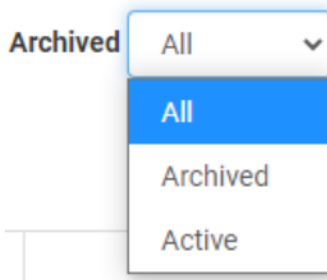


Figure 20: BIDS Profile – EDIT LEADS Tab – Archived Menu

**Note:** Archived leads DO NOT show up in the interactive map.

### 5.2.2 Edit Leads – Search

Use the **Search text box** to enter key words associated with the lead and press they **keyboard's Enter key**.



Figure 21: BIDS Profile – EDIT LEADS Tab – Search Text Box

### 5.2.3 Edit Leads – Show Entries

Use the **Show Entries Menu** to display up to 100 leads in the listing. The default setting is 10.

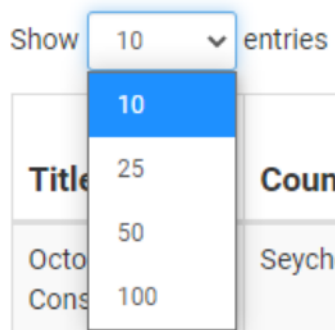


Figure 22: BIDS Profile – EDIT LEADS Tab – Show Entries Menu

## 5.2.4 Edit Leads – Select and Edit

Once the Leads List has been filtered and/or searched to narrow down its list, scroll up and down to find the applicable Lead.

EDIT LEADS

USER DETAILS

BULK UPLOAD LEADS

Edit Leads

Filters

Cleared

All

Archived

All

Search:

Show

10

entries

Title	Country	Size	Sector	Implementor	Source	Date Announced	Date Created
Octopus Conservation	Seychelles	55000	Agriculture, Forestry, Fishing and Hunting	Bank	Embassy	2021-05-07	2021-05-13
Octopus Conservation 0002	Seychelles	240000.00	Agriculture, Forestry, Fishing and Hunting	Bank	Embassy	2021-06-22	2021-05-13
Octopus Conservation	Seychelles	1500	Agriculture, Forestry, Fishing and Hunting	Bank	Embassy	2021-04-12	2021-05-13

Figure 23: BIDS Profile – EDIT LEADS Tab – Example of Filtered Leads List

Click a Lead to open its **Edit a Lead Window** and update it accordingly.

### Edit a Lead

☐ Archived

Update the Auto Archive Date when unarchiving a lead to prevent the newly unarchived lead from getting automatically re-archived before intended.

\*denotes required fields

**\*Project Title:**

**\*Project Number:**

**\*Project Status:**

☒ Active
 ☐ Pipeline

Figure 24: BIDS Profile – EDIT LEADS Tab – Edit a Lead Window



**Note:** Even though a Government User can manually archive a lead via the **Edit a Lead Window**, the BIDS application automatically archives a lead upon its **Auto Archive Date** indicated at the bottom of the window.

When done with editing the Lead, at the bottom of the Edit a Lead window, click the **Update Lead** button.

**Result:** BIDS updates the Lead info.

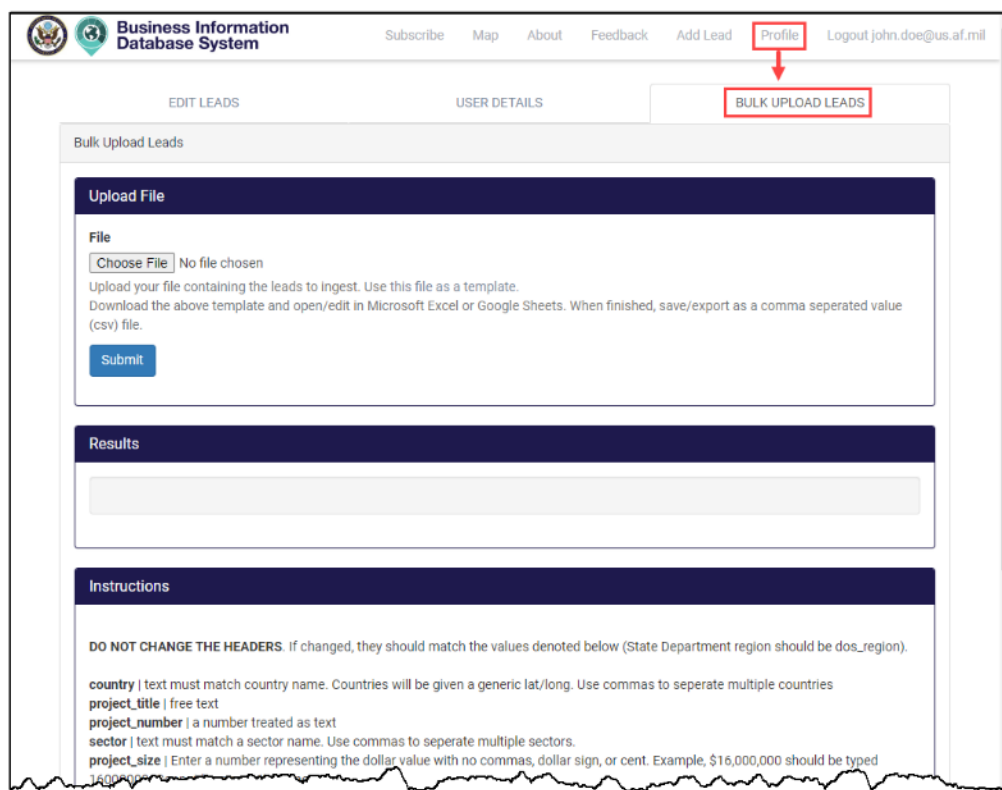


The screenshot shows the 'EDIT LEADS' tab in the BIDS Profile. At the bottom of the window, there are two buttons: 'Update Lead' and 'Close'. The 'Update Lead' button is highlighted with a red box and a red arrow pointing to it. Above the buttons, there is a 'Post comments' section with a table showing a comment: 'This is Test to Edit' by user 'zunaida@state.gov' on '06/25/21 05:32 PM'. There is also an 'Add Comment' button and a text input field for comments.

Figure 25: BIDS Profile – EDIT LEADS Tab – Update Lead Button

### 5.3 Bulk Uploading Leads

Registered Government Users can also use a spreadsheet to bulk upload Leads into BIDS. This is done by clicking the **Profile** menu item and the **BULK UPLOAD LEADS** tab. Follow the instructions on this tab to upload the Leads.



The screenshot shows the 'BULK UPLOAD LEADS' tab in the BIDS Profile. The top navigation bar includes 'Profile' and 'Logout john.doe@us.af.mil'. The main content area has three sections: 'Upload File', 'Results', and 'Instructions'. The 'Upload File' section has a 'Choose File' button and a 'Submit' button. The 'Results' section is empty. The 'Instructions' section contains detailed instructions for uploading leads, including a warning not to change headers and a list of required fields: country, project\_title, project\_number, sector, and project\_size.

Figure 26: BIDS Profile – BULK UPLOAD LEADS Tab

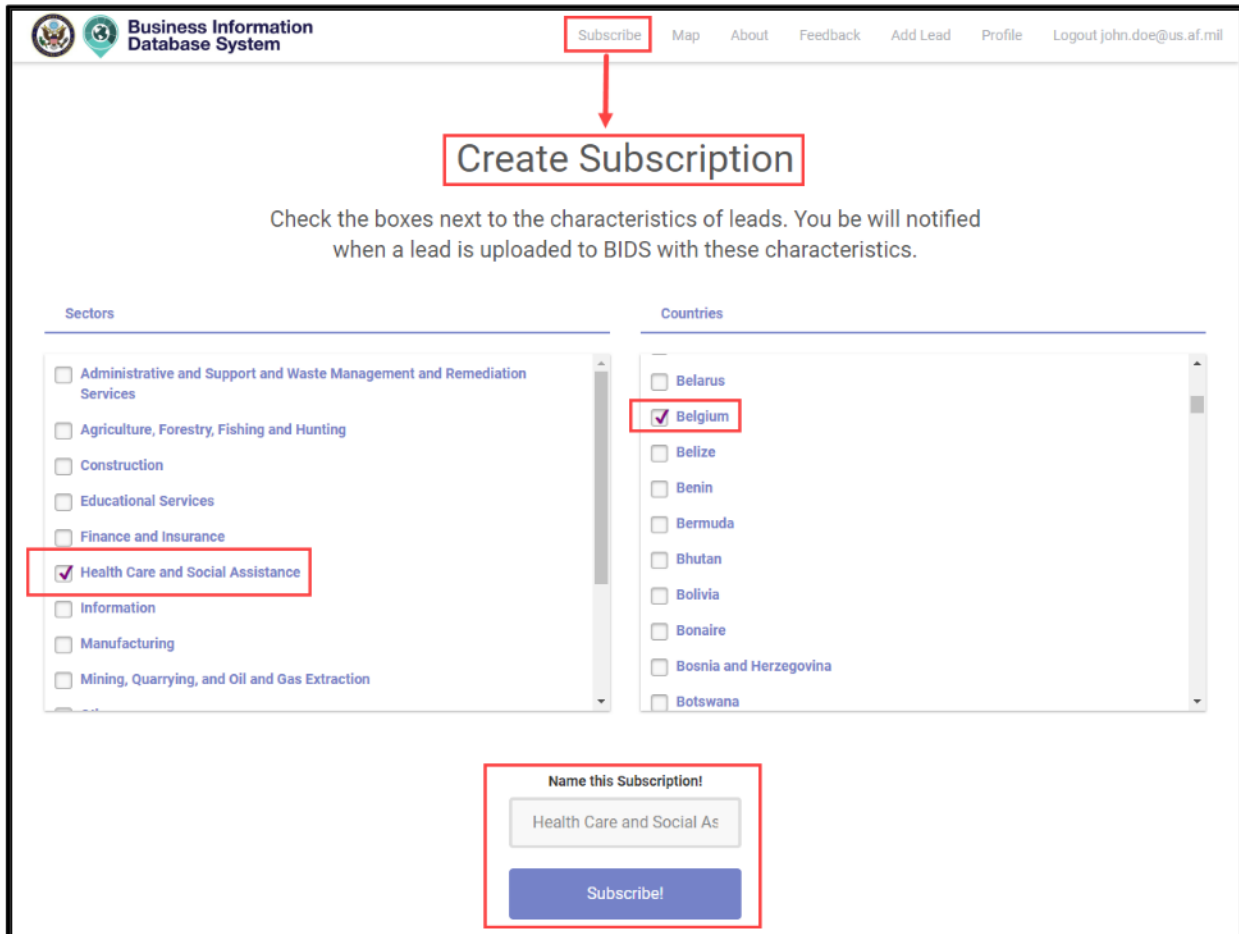
## 6. Managing Subscriptions

BIDS users can use the Subscriptions functionality to setup automated notifications about new project leads as they are generated.

### 6.1 Creating Subscriptions

To create a new subscription, perform the following steps.

1. From the **Menu Bar**, click **Subscribe**. **Result:** The Subscription Page appears.



The screenshot displays the 'BIDS Subscribe - Subscription Page'. At the top, the 'Subscribe' link in the menu bar is highlighted with a red box and an arrow pointing to the 'Create Subscription' heading. Below the heading, instructions state: 'Check the boxes next to the characteristics of leads. You be will notified when a lead is uploaded to BIDS with these characteristics.' There are two columns of checkboxes: 'Sectors' and 'Countries'. In the 'Sectors' column, 'Health Care and Social Assistance' is checked and highlighted with a red box. In the 'Countries' column, 'Belgium' is checked and highlighted with a red box. At the bottom, a text box labeled 'Name this Subscription!' contains the text 'Health Care and Social As' and a 'Subscribe!' button, both highlighted with a red box.

Figure 27: BIDS Subscribe – Subscription Page

2. Check the boxes next to the characteristics of leads.
3. In the **Name this Subscription!** textbox, enter a name for which you can recall the purpose of the subscription.
4. Click the **Subscribe** button. **Result:** A confirmation popup box appears.

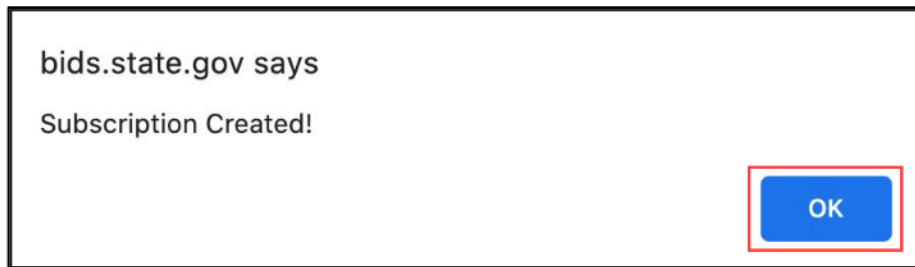


Figure 28: BIDS Subscribe – Subscription Created Popup Box

5. Click **OK**. **Result:** The Manage Subscriptions area now lists the newly created subscription.

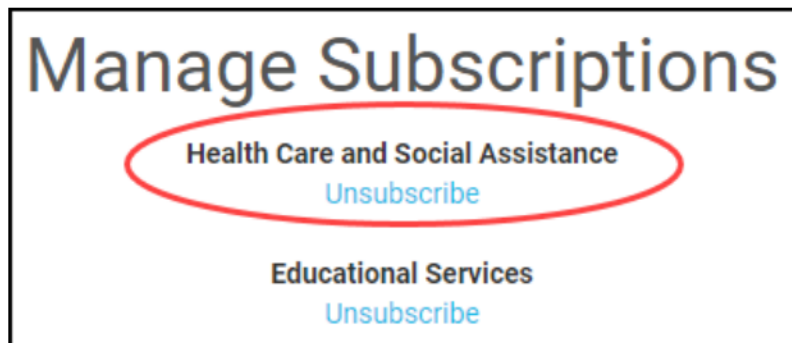


Figure 29: BIDS Subscribe – Manage Subscriptions Section with new Subscription

## 6.2 Removing Subscriptions

To remove any of your subscriptions, perform the following steps:

1. From the **Menu Bar**, click **Subscribe**. **Result:** The Subscription Page appears.
2. Scroll down to the **Manage Subscriptions** section.

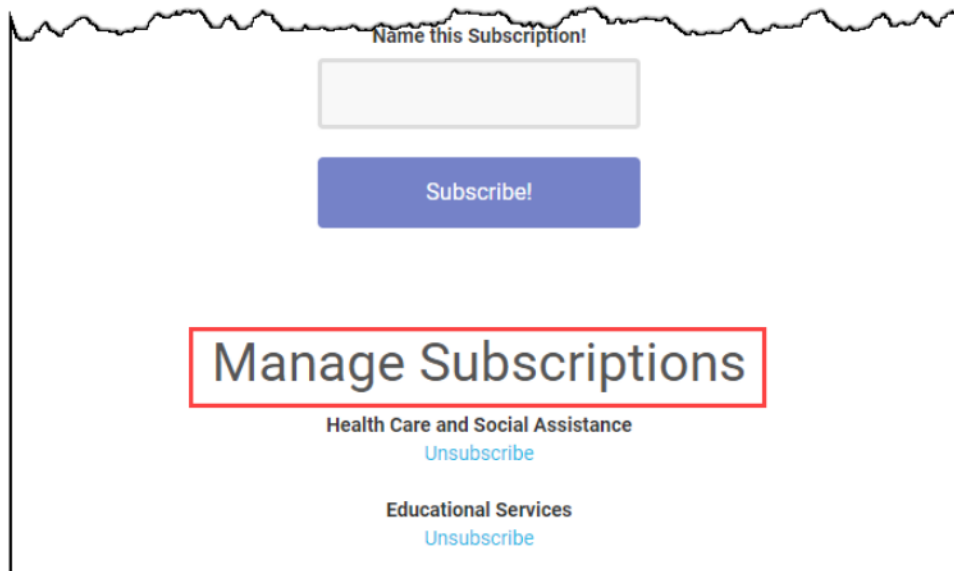


Figure 30: BIDS Subscribe – Manage Subscriptions Section with Examples

3. For the applicable subscription which you want to remove, click the **Unsubscribe** link below its name. **Result:** A confirmation popup box appears.



Figure 31: BIDS Subscribe – Subscription Deleted Popup Box

4. Click **OK**. **Result:** The subscription is deleted and disappears from the Manage Subscriptions section.

## 7. Resetting Your Password

For Non-DOS Government Users, if you need to reset your BIDS password, you can do this via the **Profile** menu's **USER DETAILS** tab.

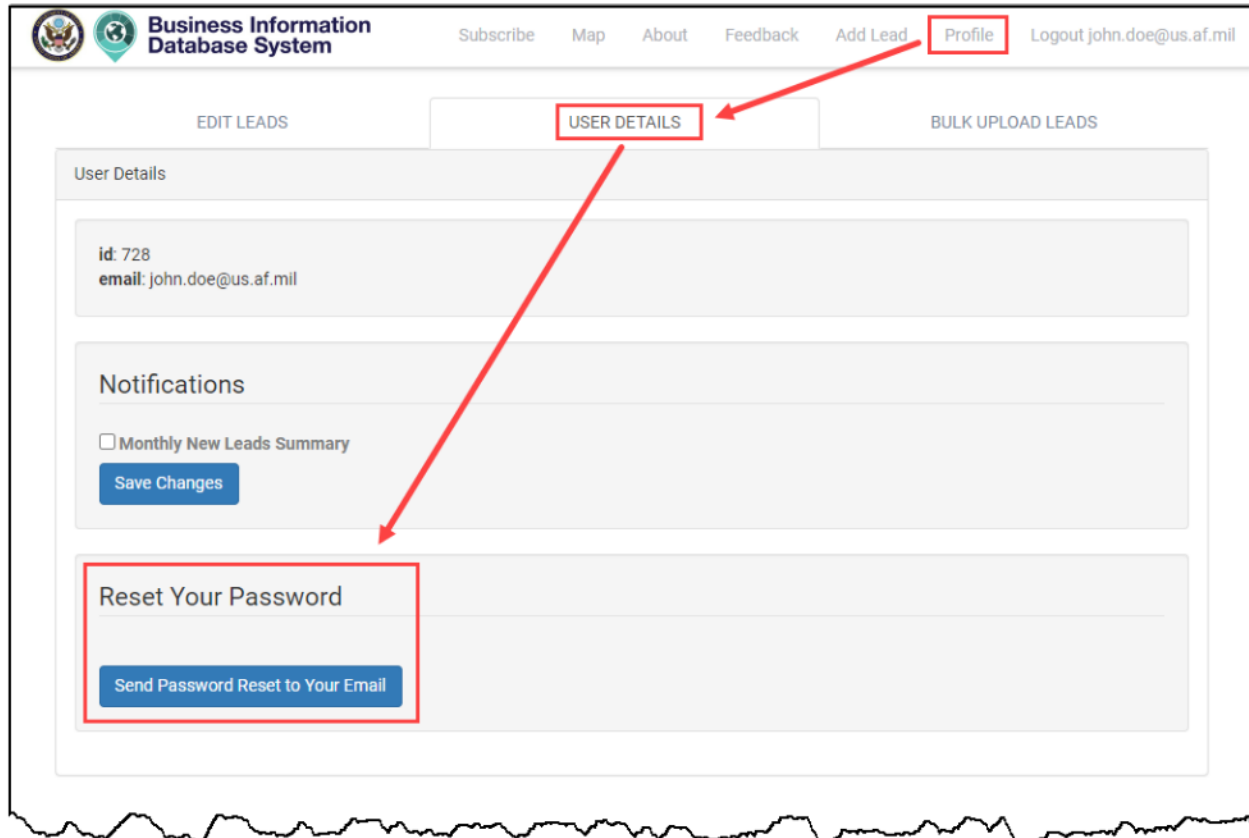


Figure 32: BIDS Profile – USER DETAILS Tab – Reset Your Password

Just click the **Send Password Reset to Your Email** button and follow the instructions sent to the email in your respective mailbox.